



THE ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, DC 20301-1200

JAN 28 2005

MEMORANDUM FOR: SEE DISTRIBUTION

JMIS OFFICE POLICY # : 7.2.1.002

SUBJECT: Implementing Instructions for the Joint Medical Information Systems (JMIS) Office
Standard Contract Language for Vendors

1. REFERENCES

- 1.1. Attachment 1 contains all of the applicable references and standard contract language for Information Assurance contracts.
- 1.2. Attachment 2 contains all of the applicable references and standard contract language for Enterprise Architecture (EA) Information Technology (IT) Commercial Off-the-Shelf (COTS) contracts.
- 1.3. Attachment 3 contains all of the applicable references and standard contract language for EA IT Non-COTS contracts.
- 1.4. Attachment 4 contains all of the applicable references and standard contract language for EA IT Program Management (PM) contracts.
- 1.5. Attachment 5 contains all of the applicable references for Independent Test and Evaluation (IDT&E) standard contract guidance.

2. IMPLEMENTING INSTRUCTIONS

- 2.1. It is the intent of the Joint Medical Information Systems (JMIS) Office that subordinate Program Managers (PMs) will ensure all new contracts contain language requiring vendors to comply with the standard contract language and applicable references. The objective of this directive is to ensure that all program offices, contract support personnel, and vendors have a single source to obtain the appropriate references, instructions, and required contract language in order to comply with this policy.
- 2.2. Program/Project Managers will ensure the contract language provided in Attachment 1 through 5 are included in all new vendor contracts as outlined in the appropriate standard contract language matrix (Attachment 6).
- 2.3. Attachment 7 provides guidance for Enterprise Architecture procurement for Information Technology (IT) Commercial Off-the-shelf (COTS), IT Non-COTS, and Program Management (PM) contracts.

3. **SCOPE AND RESPONSIBILITIES**


3.1 This policy applies to all JMIS Program Offices and JMIS Office staff.

4. **EFFECTIVE DATE**

4.1 This instructions are effective on the date it is signed by the Program Executive Officer (PEO) and will remain in effect until superceded or rescinded.

5. **POINT OF CONTACT**

5.1 The point of contact for this policy is the JMIS Director, Programs and Budget.


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Program Executive Officer
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Attachment:

1. Information Assurance References and Standard Contract Language
2. Standard Contract Language for Enterprise Architecture (EA) Information Technology (IT) Commercial Off-the-Shelf (COTS) Contracts
3. Standard Contract Language for EA IT Non-COTS Contracts
4. Standard Contract Language for EA IT Program Management (PM) Contracts
5. Independent Test and Evaluation (IDT&E) References
6. Standard Contract Language Matrix
7. EA Instructions for COTS, Non-COTS and PM Procurement

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